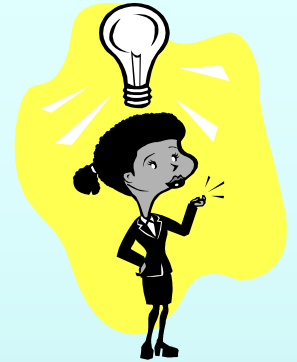


# TAKING LESSON LEARNED TO THE FIELD



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# Approach



- Commit to one field presentation each week
- Call each facility owner to:
  - Introduce facility owner to outreach concept
  - Determine number of employees
  - Understand type of work conducted at facility
  - Coordinate outreach with time safety meeting is conducted
  - Schedule time afterward with work planners

# Materials



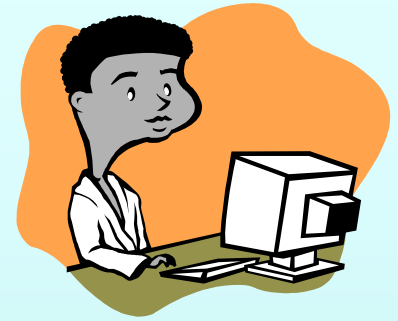
- Pamphlets
- PowerPoint presentation
- Facility-specific lessons learned
- Safety meeting form
- Assessment form

# Presentation



- What is a lesson learned
- Where to find lessons learned
- Why lessons learned are necessary
- What lessons learned are specific to their work
- How can/do lesson learned be used to improve processes
- How to subscribe to the NNSA list server
- How to search for lessons learned on website
- How to document lessons learned
- How to submit lesson learned
- Where to find more information
- Who to contact for assistance

# Work Planners



- Discuss importance of including lessons learned in planning documents and lessons learned field reviews
- Conduct lessons learned website search training session; walk through search features on websites
- Review how work planners document lessons learned at their facility and obtain samples
- Offer suggestions for additional ways they can document lessons learned and incorporate lessons learned information from other facilities into planning documents

# Documentation



- Document safety meeting presentation on safety form (include list of lessons learned discussed)
- Document work planner training on assessment or training form
- Document discussion of how lessons learned are used on assessment form and enter into assessment tracking system as management assessment
- Share results with facility manager and other assessment personnel
- Maintain copies of facility outreach including samples of how lessons learned are documented

# Accomplishments



- Introduced lessons learned and coordinator as a resource to line workers
- Trained work planners
- Documented how lessons learned are being used by each organization in each facility
- Conducted management assessment
- Assessed effectiveness of the lessons learned program at various levels
- Provided results of outreach to assessors
- Contacted Six Sigma personnel to report potential area for examination

# Results



- Workers respond favorably to field training
- Workers more likely to perceive coordinator as accessible resource
- Workers submit more potential lessons learned
- Other organizations more likely to coordinate efforts with lessons learned
- Better integration of lessons learned